

Application for Improvement Location Permit

 Permit No _____
 Date _____
 Roll File _____

This permit is valid only if construction is started within 120 days of issuance date; all construction is completed (c/o issued) within 2 years of issuance date unless an extension of time has been officially granted by letter by the Director, Department of Community Services.

BUILDER	NAME	PHONE	FAX
	STREET	CITY	STATE ZIP
TENANT NAME (if applicable)			
OWNER	NAME	PHONE	FAX
	STREET	CITY	STATE ZIP
LOCATION	LOT	SUBDIVISION	SECTION
	ADDRESS OF CONSTRUCTION		

- A. TYPE OF CONSTRUCTION** Do plans include a porch? **F. TYPE OF IMPROVEMENT**
1. ☐ Single Family ☐ Yes ☐ No 1. ☐ New Structure
2. ☐ Two Family 2. ☐ Addition: Porch _____ Room _____
3. ☐ Multi-Family Type of Foundation 3. ☐ Remodel ☐ Commercial Tenant Space
4. ☐ Commercial / Industrial ☐ Crawlspace 4. ☐ Foundation Only
5. ☐ OTHER ☐ Basement 5. ☐ Demolition
- (Specify) _____ ☐ Slab 6. ☐ Accessory Building
7. ☐ Garage Detached _____ Attached _____
- B. SEWER:** **G. Lot Split** YES _____ NO _____
1. ☐ Public (Name of System _____) **H. Flood Zones** YES _____ NO _____
2. ☐ Private (Septic Tank, etc.) **I. Sump Pump** YES _____ NO _____
- C. WATER:** **J. Manufactured Trusses** YES _____ NO _____
1. ☐ Public (Name of System _____) **K. Plumbing Contractor** _____
2. ☐ Private (Well _____) **E. ESTIMATED COST OF CONSTRUCTION**
- D. ZONING :** _____ (Excluding Land Value) _____ Plumbing License # _____ ☐ UPC or ☐ CABO

The undersigned agrees that any construction, reconstruction, enlargement, relocation, or alteration of structure, or any change in the use of land or structures requested by this application will comply with, and conform to, all applicable laws of the State of Indiana, and the "Zoning Ordinance of Carmel Indiana - 1993" (Z-289) and amendments, adopted under authority of I.C. 36-7 et seq, General Assembly of the State of Indiana, and all Acts amendatory thereto. I further certify that only kitchen, bath, and floor drains are connected to the sanitary sewer. **I further certify that the construction will not be used or occupied until a Certificate of Occupancy has been issued by the Department of Community Services, Carmel, Indiana.**

INSPECTIONS NEEDED:

Signature of Owner or Authorized Agent

Footing/Under Slab Rough-In Meter Base

Site Final C/O

(Print) (Phone Number)

Sewer Capacity Allotted _____

Plan Commission/BZA Docket #: _____

Permit (Square Footage)

Inspection Fees:

Certificate of Occupancy:

P.R.I.F.:

TOTAL:



Commercial Permitting Procedures

First: Submit plans to the State Fire Prevention & Building Safety Plan Review (317-232-6418). When you receive your approved

Construction Design Release (CDR), you may proceed to the Carmel/Clay Building & Code Enforcement office, (317-571-2444) where you will apply for the local

Improvement Location Permit (ILP). IMPORTANT NOTE: Since the State is no longer returning copies of plans, we will provide an affidavit for your signature regarding the authenticity of your submitted plans. This also applies to Partial and/or Foundation releases. We require THREE (3) sets of construction plans for submittal.

Second: Bring the THREE sets of plans to our office, with your Full, Foundation or Partial Release. You will then submit an ILP application from the City of Carmel/Clay Township. This application must be completely filled out, including any applicable Plan Commission or Board of Zoning Appeals docket numbers and Technical Advisory Committee dates.



I IMPORTANT NOTE: AN ADDITIONAL STEP IS REQUIRED FOR NEW COMMERCIAL STRUCTURES AND ADDITIONS:

These types of projects will require a PRE-SUBMITTAL MEETING, which will facilitate processing and eliminate document omissions that could cause delays during review. To schedule this meeting, please contact Jeff Kendall at (317)571-2435. If he is not available, try Gayle Stahl at (317) 571-2433 or our main Building & Code Enforcement number, (317) 571-2444. Submittal for the permit may take place after the meeting, if all of the required documentation is satisfied. This meeting is meant to take place only after all other developmental requirements have been satisfied.



Pre-submittal Meeting Requirements

Listed below are examples of standard documentation required at any pre-submittal meeting for commercial building permit approval in Carmel/Clay Township. This list is a guide only; all commercial projects have their own set of construction and/or zoning issues. *We suggest you work closely with the individual who represented your project through the planning and zoning process for required information.*

- If your project received review from Board of Zoning Appeals (BZA), Plan Commission and/or the Carmel/Clay Technical Advisory Committee (TAC), please supply our office with

copies of those minutes and all associated docket numbers. Minutes may be obtained from the project developer or from the BZA/Plan Commission secretary at (317) 571-2412.

- Sewer permit and/or payment of availability and/or connection fees from the City of Carmel (317-571-2441) or Clay Township Regional Sewer District (317-844-9200)
- Documentation from the City of Carmel Communications Dept. (911) that an address has been officially assigned.

- Three sets of construction plans, approved by the State and a copy of the Construction Design Release (CDR). *These plans should be updated to reflect final architectural, landscape or site approvals that came from the Plan Commission, Board of Zoning Appeals or the Technical Advisory Committee.*



- Curb cut approvals from Hamilton County Highway or Carmel Board of Public Works, and any other required documents set forth by Hamilton County, and/or the City of Carmel/Clay Township.
- Confirmation that any required recorded plats have been submitted to Carmel Clay Planning & Zoning office.

Third: When all documents have been received, Building & Code Enforcement will submit the ILP package to the Carmel Fire Dept. (CFD) on your behalf for review and approval. When the CFD has completed their review, Building & Code Enforcement's review process will begin. We will notify the applicant when the ILP is ready for pick-up and the cost of the permit.

PLEASE NOTE: Until our office receives the final CDR from the State, approving all aspects of construction, your ILP will be a conditional release **ONLY** and work and inspections can only progress through the approved stages of releases.

In every case, our office must receive a copy of the final Construction Design Release (CDR) for your project before we can perform the final inspection. The final CDR from the State has, in most cases, been mailed to your Architect.

TENANT SPACE PERMITS: Multiple Tenants

Tenant space permits that involve multiple spaces submitted under one State CDR will require separate permits with Building & Code Enforcement. This will apply to projects that are to be constructed in phases or on different floors of a multi-story building.

Exemptions:

NOTE: Exemptions from Design Release Requirement from the State of Indiana are covered under General Administrative Rule 675 IAC 12-6-4. If this Rule applies, you may still be required to obtain a permit from the Dept. of Community Services under Carmel City Code D-700 Building Code and Carmel/Clay Zoning Ordinance Z-289, Chapter 29.0 "Administration", section 29.4.2 "Improvement Location Permits".